

## CHAPTER 10

### FOOD SERVICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

### 500 BED FLEET HOSPITAL

## TABLE OF CONTENTS

| <u>TOPIC</u>                             | <u>PAGE</u> |   |
|--|-------------|---|
| A. MISSION                               | 1           |   |
| B. FUNCTIONS                             | 1           |   |
| C. PHYSICAL DESCRIPTION                  |             | 1 |
| D. SPECIAL CONSIDERATIONS                | 2           |   |
| E. WORKLOAD                              | 3           |   |
| F. ORGANIZATION                          | 4           |   |
| 1. RESPONSIBILITY                        | 4           |   |
| 2. ORGANIZATION CHART                    | 4           |   |
| 3. STAFFING                              | 5           |   |
| 4. ASSIGNMENTS BY BILLET SEQUENCE NUMBER | 7           |   |
| 5. WATCH BILL                            | 7           |   |
| 6. SPECIAL WATCHES                       | 7           |   |
| G. TASKS                                 | 7           |   |
| H. STANDARD OPERATING PROCEDURES         | 20          |   |
| I. CLINICAL POLICIES GUIDELINES          | 20          |   |
| J. STANDARDS AND JOB DESCRIPTIONS        | 20          |   |
| K. DOCUMENTATION                         |             |   |
| 1. REFERENCES                            | 20          |   |
| 2. FORMS                                 | 20          |   |

**500 BED FLEET HOSPITAL**  
**STANDARD OPERATING PROCEDURES**  
**FOOD SERVICE DEPARTMENT**

A. **MISSION:** Provide, prepare and serve meals in the most acceptable manner for patients and staff of the Fleet Hospital using the New Harvest Eagle Dining Facility.

B. **FUNCTIONS:**

1. Provide meals for the Air Detachment prior to the erection of the dining facility.
2. Erect and equip the dining facility.
3. Provide meals in the dining spaces.
4. Prepare and serve regular and special meals for the patients in the ward and ambulatory dining room.
5. Maintain sufficient provisions on board at all times.
6. Make preparations for the relocation and repacking.
7. Provide alternate ways of feeding the CB components after the dining facility is closed.

C. **PHYSICAL DESCRIPTION:**

1. Food Production.

(a) Location within complex:

(b) Sheltering.

Type: Temper tents.

Quantity: 11 sections.

(c) Material.

IOL: FOOD, FSOA, FSOB, FSOC,  
FSOD, FSOE, FSOF, FSOG,  
FSOH, FSOK

2. Dining.

(a) Location within complex:

(b) Sheltering.

Type: Temper tents.

Quantity: 14 sections.

(c) Material.

IOL: FOOD, FSOA, FSOB, FSOC,  
FSOD, FSOE, FSOF, FSOG,  
FSOH, FSOK

3. Sanitation.

(a) Location within complex:

(b) Sheltering.

Type: Temper tents.

Quantity: 5 sections.

(c) Material.

IOL: FOOD, FSOA, FSOB, FSOC,  
FSOD, FSOE, FSOF, FSOG,  
FSOH, FSOK

D. **SPECIAL CONSIDERATIONS:**

1. Diet modifications limited to those involving consistency modifications.

2. Menus derived from Hospital "B" ration components.

3. Gas fired cooking equipment requires 50% more cooking time than conventional equipment.

4. Seating capacity is 160.

5. Sanitation batteries consist of 2 sets of 3 deep sinks.

6. Garbage cans and immersion heaters are available as back up.

7. Meals-ready-to-eat (MRE's) are a ready component of the food provision and are used in the event serving regular meals is not practicable.

8. A 3 day supply container is packed "friendly" to provide hot meals for the initial days prior to the erection of the dining facility.

9. A 10 day incremented menus were drafted using hospital "B" rations.

10. Gas fueled equipment are used extensively for the convenience of its portability.

11. All equipment were provided and tailored to the existing conditions imagined.

12. Sanitation measures used in the scullery are attained with field messing procedures using immersion heaters and GI cans as alternates.

13. Flexibility is permitted and encouraged to use any other sources in replenishing food supplies.

14. A dietician is an integral part of the Food Service Department staff.

E. **WORKLOAD:**

1. Peak workload is 1180 staff meals.

2. Peak workload is 270 regular patient meals.

3. Peak workload is 50 modified meals.

4. Peak workload involves delivery of 250 meals to bed-ridden patients.

5. Peak serving period workload is 1180 staff and 170 patients (1350 total meals).

6. Patient delivered workload is approximately 2200 pieces of soiled gear/meal, 3 meals/day.

7. Mess decks workload is approximately 6800 pieces of soiled gear/meal 2 meals/day, 4000 pieces/meal at a third meal and 3000 pieces at a fourth meal.

F. **ORGANIZATION:**

1. Responsibility. The Head, Food Service Department, reporting to the Director of Administrative Services, is assigned overall management responsibility.

2. Organizational chart.

COMMANDING OFFICER

EXECUTIVE OFFICER

DIRECTOR OF ADMINISTRATIVE SERVICES

FOOD SERVICE OFFICER

DIETICIAN

MS LEADING CHIEF PETTY OFFICER

|                               |                       |                       |                       |                           |                |                   |                             |
|-------------------------------|-----------------------|-----------------------|-----------------------|---------------------------|----------------|-------------------|-----------------------------|
| PORT WATCH<br>CAPTAIN         |                       | STBD WATCH<br>CAPTAIN |                       | NIGHT WATCH<br>LEAD BAKER |                | MASTER AT<br>ARMS |                             |
| ASST<br>DECK<br>WATCH<br>CAPT | ASST<br>WATCH<br>CAPT | ASST<br>WATCH<br>CAPT | ASST<br>WATCH<br>CAPT | ASST<br>BAKER             | ASST<br>BAKER  | *SCULLERY         | *MESS<br><br>RECORDS KEEPER |
| MEAT&PRODUCE                  |                       | MEAT&PRODUCE          |                       | ASST<br>BAKER             |                |                   |                             |
| COOK (3)                      |                       | COOK (3)              |                       |                           |                |                   |                             |
| MS<br>E4/<br>E3 (7)           |                       | MS<br>E4/<br>E3 (7)   |                       | MS/<br>CASHIER            | MS/<br>CASHIER | MS/<br>IMMERSION  | JUNIOR<br>MS                |

MESS  
DECK  
(3)

MESS  
DECK

DELIVERY  
DRIVER  
(2)

\*CASHIER  
JACK OF  
THE DUST  
(2)

SCULLERY (4)

\*The special detail billets are marked with an asterisk to indicate positions that can be filled/manned interchangeably by MS's whose other duties do not require full time attention.

3. Staffing.

(a) Criteria: None.

(b) Watch Sections - The Food Service Department consists of 4 distinct sections.

(1) Port Section - responsible to the MSLPO for serving breakfast, preparing and serving lunch.

Manning            1 Watch Captain  
                     2 Galley Assistants  
                     1 Meat and Produce  
                     3 Cooks  
                     7 Junior MSs

Work Hours        0400 - 1400.

(2) Starboard Section - responsible to the MSLPO for securing from lunch, preparing and serving supper.

Manning            1 Watch Captain  
                     2 Galley Assistants  
                     1 Meat and Produce  
                     3 Cooks  
                     7 Junior MSs

Work Hours        1300 - 2200

(3) Night Watch Section - Directly responsible to the MSLPO for preparing and serving night meals/midrats, preparing breakfast entrees and baking or preparing all dessert, baked goods, i.e. cookies, pies, bread, etc. This section is not responsible for serving breakfast. However, the junior MSs who can be compensated for the time during takeover, will stay for manning the scullery, dining space and

the M2 burners during breakfast.

|         |                    |
|---------|--------------------|
| Manning | 1 Lead Baker       |
|         | 3 Assistant Bakers |
|         | 7 Junior MSs       |

|            |             |
|------------|-------------|
| Work Hours | 2100 - 0500 |
|------------|-------------|

(4) Master at Arms/Administrative Section -  
Directly responsible to the MSLPO. This section consists of a pool of senior and junior MSs who may be rotated/assigned by the MAA to each billet. The billets/positions are:

a Records Keeper.

b Cashier.

c Jack of the Dust.

d M2 Burner/Immersion Heater MS.

e Delivery and Retrieval MS.

|         |                  |
|---------|------------------|
| Manning | 1 Master at Arms |
|         | 3 Assistant MAAs |
|         | 7 Junior MSs     |

|            |                                      |
|------------|--------------------------------------|
| Work Hours | Irregular, but normally 0800 - 2000. |
|------------|--------------------------------------|

(5) Rotation of Sections.

a The Starboard section will secure right after supper or relief by the Night section.

b The Starboard section will relieve the Night section at 0400 and become the Port section thereafter.

c The original Port section, which becomes the Starboard section, will take over the watch at 1300.

d The Night watch will secure at 0400.

e The Night watch section will become the MAA/Admin section by relieving the latter at 1400 the same day.

f The original MAA/Admin section is now the Night section and will take over the watch at 2100, right



after the Starboard secures. Thereafter, it will assume the regular watch hours of the Night watch.

(6) Rotation of Personal Assignment.

a The Records Keeper may request relief from volunteers and must arrange for a smooth transition by requesting an audit of financial returns before relief approval is granted.

b Personal relief for others with the exception of the MSLPO will be approved on a case by case basis.

- |  |                     |
|--|---------------------|
| 4. Assignments by Billet<br>Sequence Number: | See TAB A, page 21. |
| 5. Watch Bill:                               | See TAB B, page 23. |
| 6. Special Watches:                          | N/A.                |

G. **TASKS:**

| TASK                     | METHOD  |
|--------------------------|---|
| 1. STAND-UP THE HOSPITAL | <div>1.1 Inspect the installation and galley placement of the food preparation and dining areas for proper sanitation.</div> <div>1.2 Breakout, inventory, inspect, and assemble all galley equipment and utensils. Shortages or damaged items will be reported to the Head, Food Management Department for determination of repair or replenishment actions.</div> <div>1.3 The Galley Supervisor will draw the necessary fuels and direct the</div> |

test of the New Harvest  
Eagle Kitchen Facility  
Technical Manual, T.O.  
35E4-169-1, TAB F-11.

- 1.4 The Assistant Head, Food Management Department will review the menu and supply of bulk rations and consumables.
- 1.5 The Galley Supervisor will assign personnel to watch positions and conduct refresher training on field messing and sanitation.
- 1.6 All food preparation spaces, equipment and utensils will be thoroughly cleaned and sanitized prior to use.  
The New Harvest Eagle Kitchen Facility manual, T.O. 35E4-169-1 contains cleaning instructions for all associated equipment.

## 2. FOOD PREPARATION AND DELIVERY

- 2.1 ISO containers must be unpacked, redistributed, and repacked to facilitate daily subsistence issues.
- 2.2 Dining facility operating hours and schedule for delivering meals to the wards are contained in TABS E-6 and 7.
- 2.3 Using the menus, recipes and preparation instructions contained in NAVSUP PUB 436, Standard "B" Medical Rations for Services,

TAB F-8, the Watch Captains will prepare the designated meals.

- 2.4 Special meals for patients on modified diets and bed-ridden patients will be ward supervisor's responsibility to place orders not later than 2 hours prior to meal serving time. Request will normally be submitted in writing on diet roster sheet with the remains of the previous meal but may be called into the Galley Supervisor on an emergency basis.
- 2.5 The Watch Captains will supervise the preparation and staging of meals prepared for the hospital wards.
- 2.6 The Galley Supervisor will maintain usage records, requisition necessary supplies, and overseas Galley operations.
- 2.7 Records and financial returns will be maintained and submitted IAW NAVMEDCOM (BUMED) INST 10110 series.
- 2.7.A The Head, Food Services Department is responsible for preparing the monthly Food Service Performance Analysis Report on NAVMED 10110/2.
- 2.7.B NAVSUP 367 (Record of

Receipts and  
Expenditures),  
NAVSUP 1336  
(Requisition Log), and  
NAVSUP 335  
(Subsistence Ledger) will  
be maintained by Records  
Keeper as feeder reports  
for NAVMED 10110/2  
completion.

2.7.C FHNAVHOSP incurs  
additional costs which  
increase Basic Daily  
Food Allowance  
authorized for Enlisted  
Dining  
Facilities (EDF's).  
These costs include  
nourishments, tube  
feedings, and defined  
formula diet (Dental  
Liquid Ration).  
Intrinsic costs for  
naval MTF's have  
determined to be 15% of  
the BDFA.

### 3. CLEAN-UP

- 3.1 Individuals eating in  
the dining room facility  
are responsible for  
removing their trash and  
soiled utensils.
- 3.2 Trash will be placed in  
the pre-staged  
containers for transfer  
to the waste disposal  
area.
- 3.3 Soiled utensils will be  
taken to the scullery  
for washing and  
sanitizing before the  
next meal.
- 3.4 Under the supervision of  
the Watch Captain, the  
assigned Mess  
Specialists will wash

and store the mess utensils using procedures prescribed by the Assistant Head, Food Management Department.

3.5 The Watch Captains and assigned Cooks will clean all food preparation cooking surfaces and cooking utensils prior to starting preparations for the next meal.

3.6 Watch personnel will perform preventive maintenance required by T.O. 35E4-169-1, TAB F-11, prior to beginning the breakfast meal.

#### 4. STAND DOWN

4.1 The Galley Supervisor will direct the inventory and inspections of all Dining Facility equipment and utensils. Damaged, worn or lost gear will be reported to the Head, Food Management Department for formal survey and replenishment actions.

4.2 The Assistant Head, Food Management Department will conduct an inspection of all food, spices and condiments. Open containers will be disposed of under his direction. Stock that remains in a serviceable condition will be returned to stores.

4.3 All equipment and utensils will be thoroughly cleaned,

disinfected and prepared for storage. Particular care will be taken to prevent vermin (i.e., insects) from invading packing containers.

4.4 All dining facility equipment will be packed and tagged for storage.

4.5 All operating records of the Dining Facility will be forwarded IAW NAVMED INST 10110 Series.

## 5.0 OPERATE GALLEY

5.1 PREPARE FOOD PREP  
rats  
worksheet (TAB

5.1 Obtain appropriate B-  
menu-draft  
G-8).

5.1.A Obtain appropriate pre-  
printed Food  
Worksheet

Preparation  
(TAB G-3, G-4).

5.1.B If pre-printed worksheet is unavailable, obtain and prepare a copy of TAB C-2., following procedures in TAB C-2.

NOTE: For meal computation, ambulatory patient meals are equal to staff meals.

5.1.C Obtain appropriate  
signatures IAW TAB C-  
2.

5.2 PREPARE MEAL

5.2.A Obtain partially  
completed Food  
Preparation  
Worksheet. (TABs G-3,  
and G-4)

5.2.B Assemble subsistence  
items IAW TAB C-2.

5.2.C Determine equipment and

|          |                          |  |
|----------|--------------------------|--|
|          |                          | utensil requirements   |
|          | and                      | acquire said items.  |
|          | (See                     | TAB C-3)   |
|          | 5.2.D                    | Follow Food Preparation Worksheet guidance for patient and staff requirements.     |
|          | 5.2.E                    | Prepare menu items IAW Food Preparation Worksheet.                                 |
| 5.3      | SERVE MESS DECKS MEALS   | 5.3.A Assemble serving equipment IAW   |
| line     |                          |  |
| TAB C-4. |                          |  |
|          | 5.3.B                    | Place prepared dining room menu items on serving line IAW designated menu.         |
|          | 5.3.C                    | Serve menu items IAW Armed Forces Recipe quantities.                               |
|          | Card                     |  |
| 5.4      | BREAK DOWN SERVING AREAS | 5.4.A Remove menu items from serving line. Discard IAW NAVMED P-5010.              |
|          | 5.4.B                    | Deliver soiled serving line equipment and utensils to                              |
|          | scullery.                |  |
|          | 5.4.C                    | Disconnect/shut down equipment not in use. (See TAB C-3)                           |
|          | 5.4.D                    | Sanitize additional Galley equipment and utensils IAW NAVMED P-5010. (See TAB C-3) |
|          | 5.4.E                    | Log discrepancies using format in TAB G-10.  |
| 6.0      | OPERATE MESS DECKS       |  |
| 6.1      | MEAL HOURS               | 6.1.A  |

will  
and



- 6.4 ADMINISTRATIVE PROCEDURES FOR MEALS
- 6.4.A Enter dining area from front of tent.
- 6.4.B Obtain required signature on meal signature record (TAB G-7) at entrance to galley area as to category (enlisted, officer). Per diem rates charged, if any, will be IAW NAVHOSP 10110.2A.
- 6.4.C Signature record entry will identify messing status e.g., subsistence-in-kind, officer, surcharge, per diem, etc.
- 6.4.D Enlisted personnel will be entitled to subsistence-in-kind.
- 6.4.E BAS authorized to officers assigned to field duty will be reduced by checkage. As a result, cash sales will be minimal.
- 6.5 MESSING PROCEDURES
- 6.5.A Proceed through center corridor picking up tray and silverware.
- 6.5.B Exit left or right through serving line.
- 6.5.C Proceed back to dining area through exterior corridor.
- 6.5.D Make beverage selection.
- 6.5.E Find table.
- 6.5.F Reenter line for seconds.
- 6.6 TRAY BUSSING
- 6.6.A Remove tray from table.

- 6.6.B Proceed to scullery at end of dining area.
- 6.6.C Place soiled paper in designated container.
- 6.6.D Scrape liquid and solid waste into designated containers.
- 6.6.E Stack trays and cups in designated area.
- 6.6.F Place silverware in pre soak solution.
- 6.6.G Exit area.

NOTE: Mess specialists will enforce order and cleanliness.

#### 6.7 MESS DECK SECURITY AND ADMINISTRATION

6.7 Mess Deck MAA will:

- 6.7.A Regulate all traffic.
- 6.7.B Ensure rapid table turnover.
- 6.7.C Supervise sanitation procedures for dining area.
- 6.7.D Inspect food service personnel.
- 6.7.E Maintain order in dining facility.
- 6.7.F Conduct inventories of utensils and ensure sufficient amount available.

#### 7.0 OPERATE WARD SERVICE

##### 7.1 CONDUCT NON-AMBULATORY PATIENT ORDERING PROCEDURES TAB C-5.

7.1 Obtain diet roster (TAB G-1). For detailed procedures concerning diet roster, see

- 7.1.A Ward personnel will call in nourishment requests and pick up. (See TAB C-14)
- 7.1.B Tube feedings will be ordered on supplemental nourishment request (TAB G-2).
- 7.1.C Wards will make diet changes by calling food service two hours prior to the meal period.
- 7.2 OPERATE NON-AMBULATORY PATIENT MEAL ASSEMBLY      7.2 Assemble insulated containers.
- 7.2.A Pack insulated containers IAW TAB C-6.
- 7.3 DIRECT NON-AMBULATORY PATIENT MEAL DISTRIBUTIONS AND RETRIEVAL      7.3 Obtain transportation from Public Works Department.
- 7.3.A Load containers on transportation in following order: Ward 1, 3, 5, 7, 6, 4 and 2.
- 7.3.B Deliver to wards.
- 7.3.C Unload containers in following order: ward 2, 4, 6, 7, 5, 3 and 1.
- 7.3.D Deliver and retrieve patient meals IAW TAB C-6.
- 7.3.E Plate and distribute patient meals IAW TAB C-6.
- 8.1 OPERATE SCULLERY      8.1 Follow manual dishwashing procedures NAVMED P-5010-1, Chap.1-12(2)

NOTE: Insert lighted M-2 burner under sink to raise final  
rinse temperature to 180 degrees.

8.1.A Use field sanitation batteries as workload dictates and in case of an emergency. See Mess Specialist 1st/ Chief, Chapter 9, Special Feeding Operations, Field Dishwashing.

8.2 PRIORITY SCULLERY  
used PROCEDURES  
the  
priority:

8.2 The scullery will be  
to wash items in  
following

First: Patient utensils.  
Second: Galley utensils.  
Third: Mess Deck

utensils

8.2.A Any items that cannot be accommodated by the scullery will be sanitized by using field batteries.

8.3 GALLEY OPERATIONS

8.3.A Strictly observe sanitary precautions and procedures when preparing and serving food see NAVMED P-5010-1 Chapter 1, Section 6.

8.3.B Observe equipment precautions and procedures contained in Mess Specialist 3 and 2, Mess Specialist 1 and Chief equipment section.

8.4 DINING AREA OPERATIONS

8.4 Observe sanitary precautions and procedures see NAVMED P-5010-1, Section 8, 1-72

8.4.A Observe equipment precautions and

procedures contained in  
TAB F-9, Mess Specialist  
1st @ Chief, Equipment  
Section.

8.5 HOUSEKEEPING

8.5 Observe sanitary  
precautions and  
procedures contained in  
NAVMED P-5010-1, Section  
8, 1-75.

9.0 STOREROOM OPERATION

9.1 UNPACK DESIGNATED  
CRATES

9.1 Identify subsistence  
crates by color and  
number. Each have  
packing slips  
contents.

listing

9.1.A Using packing slips,  
unpack crates according  
to menu cycle.

NOTE: Unload ISO containers with forklifts.

9.1.B Use subsistence  
requisition documents  
TAB G-5, G-6 to  
differentiate among  
subsistence items  
required.

9.1.C Make breakouts directly  
to the galley and record  
on subsistence ledgers  
TAB G-8. (See TAB C-16  
for procedure.)

9.1.D MAA will serve as Jack  
of the Dust.

9.2 ISSUE DOCUMENTS

9.2 Use TABs G-5 and G-6  
subsistence document  
requisition to request and record  
issues.

9.2.A Deliver issue to watch  
captain.

9.3 STOCK CONTROL  
(NON-SUBSISTENCE)

weekly.

9.4 STOCK CONTROL  
SUBSISTENCE

NOTE: Maintain 30 day supply of subsistence.

9.5 DAILY BREAKOUT  
PROCEDURES  
sheets  
and modified  
(See TABs G-3,

requirements.

documents  
previous totals.

9.3 MAA will:

9.3.A Inventory stocks and  
determine  
non-subsistence  
requirements

9.3.B Submit requirements on a  
DD-1250 requisition to  
Food Service Officer.

9.3.C Requisition IAW Chapter  
10.

9.4 Determine requirements.

9.4.A Order IAW TAB C-16.

9.5 Obtain completed food  
preparation work  
for regular  
diets.

G-4)

9.5.A Determine number of  
portions to be prepared  
for following day menu.  
(See TAB C-2)

9.5.B Obtain subsistence  
requisition documents  
for staff and patient  
menus. (See TABs C-5, G-  
6)

9.5.C Watch captain will:

- Determine
- Compile amounts on  
subsistence  
requisitions  
from
- Sign and turn into

Jack  
0800

of the dust by  
each day.  
- Make breakout by 1600  
for following day.

- H. **STANDARD OPERATING PROCEDURES:** See TAB C, page 24.
- I. **CLINICAL POLICIES/GUIDELINES:** See TAB D, page 70.
- J. **STANDARDS AND JOB DESCRIPTIONS:** See TAB E, page 74.
- K. **DOCUMENTATION:**
1. References See TAB F, page 90.
2. Forms See TAB G, page 91.

# TAB A

## ASSIGNMENTS BY BILLET SEQUENCE CODE

DEPARTMENT: FOOD SERVICE DEPARTMENT

| <u>BILLET<br/>NUMBER</u> | <u>TITLE</u>        | <u>RANK /<br/>DESIGNATOR</u> | <u>RATE</u> | <u>WATCH<br/>SECTION</u> |
|--------------------------|---------------------|------------------------------|-------------|--------------------------|
| 24029                    | HEAD, FOOD MNGT     | 2300                         | 0-4         |                          |
| 24049                    | DIETICIAN           | 2300                         | 0-2         |                          |
|                          |                     |                              |             |                          |
| 24019                    | GALLEY FOREMAN      | 0000/MS                      | E-8         | 1                        |
| 24039                    | ASST GALLEY FOREMAN | 0000/C                       | E-7         | 2                        |
| 24059                    | COOK                | 0000/MS                      | E-6         | 1                        |
| 24061                    | COOK                | 0000/MS                      | E-6         | 2                        |
| 24063                    | COOK                | 0000/MS                      | E-6         | 1                        |
| 24065                    | COOK                | 0000/MS                      | E-6         | 2                        |
| 24079                    | COOK                | 0000/MS                      | E-5         | 1                        |
| 24081                    | COOK                | 0000/MS                      | E-5         | 2                        |
| 24083                    | COOK                | 0000/MS                      | E-5         | 1                        |
| 24085                    | COOK                | 0000/MS                      | E-5         | 2                        |
| 24087                    | COOK                | 0000/MS                      | E-5         | 1                        |
| 24099                    | GALLEY WATCH        | 0000/MS                      | E-6         | 1                        |
| 24101                    | GALLEY WATCH        | 0000/MS                      | E-6         | 4                        |
| 24103                    | GALLEY WATCH        | 0000/MS                      | E-6         | 1                        |
| 24105                    | GALLEY WATCH        | 0000/MS                      | E-6         | 2                        |
| 24119                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 1                        |
| 24121                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 2                        |
| 24122                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 3                        |
| 24123                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 4                        |
| 24124                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 1                        |
| 24125                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 2                        |
| 24126                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 3                        |
| 24127                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 4                        |
| 24129                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 1                        |
| 24131                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 2                        |
| 24133                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 3                        |
| 24135                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 4                        |
| 24137                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 1                        |
| 24139                    | MEAT & PRODUCE      | 0000/MS                      | E-6         | 1                        |
| 24141                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 2                        |
| 24142                    | MEAT & PRODUCE      | 0000/MS                      | E-6         | 2                        |
| 24143                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 3                        |
| 24145                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 4                        |
| 24147                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 1                        |
| 24149                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 2                        |
| 24151                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 3                        |
| 24153                    | MESS ATTENDANT      | 0000/MS                      | E-3         | 4                        |



|       |                |         |     |   |
|-------|----------------|---------|-----|---|
| 24155 | MESS ATTENDANT | 0000/MS | E-3 | 1 |
| 24157 | MESS ATTENDANT | 0000/MS | E-3 | 2 |
| 24159 | BAKER          | 0000/MS | E-5 | 1 |
| 24161 | MESS ATTENDANT | 0000/MS | E-3 | 3 |
| 24162 | BAKER          | 0000/MS | E-5 | 2 |
| 24163 | BAKER          | 0000/MS | E-5 | 3 |
| 24164 | BAKER          | 0000/MS | E-5 | 1 |
| 24165 | MESS ATTENDANT | 0000/MS | E-3 | 4 |
| 24167 | MESS ATTENDANT | 0000/MS | E-3 | 1 |
| 24169 | MESS ATTENDANT | 0000/MS | E-3 | 2 |
| 24179 | MESS ATTENDANT | 0000/MS | E-4 | 1 |
| 24181 | MESS ATTENDANT | 0000/MS | E-4 | 2 |
| 24183 | MESS ATTENDANT | 0000/MS | E-4 | 3 |
| 24185 | MESS ATTENDANT | 0000/MS | E-4 | 4 |
| 24187 | MESS ATTENDANT | 0000/MS | E-4 | 1 |
| 24189 | MESS ATTENDANT | 0000/MS | E-4 | 2 |

# TAB B

## WATCH BILL FOR FOOD SERVICE DEPARTMENT

| Section: | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
|----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1        | A | A | A | A | A | P | D | P | P | P | A | P | P | * | A | A | A | P | A | A | D |
| 2        | P | P | P | P | T | T | * | A | A | A | T | T | A | D | P | P | T | T | P | P | * |
| 3        | B | B | B | B | B | E | B | B | B | B | B | E | B | B | B | B | B | E | B | B | B |
| 4        | M | M | M | M | E | M | M | M | M | M | E | M | M | M | M | M | E | M | M | M | M |

### KEY:

Bake Shop 2100-0900.

Master at Arms 0800-2000.

A 0400-1600.

P 0900-2100.

E Excused.

T Transitional.

## TAB C

### STANDARD OPERATING PROCEDURES INDEX

| <u>NUMBER</u> | <u>TITLE</u>                           | <u>PAGE</u> |
|---------------|--|-------------|
| C-1           | Pre-Operational Procedures             | 26          |
| C-2           | Subsistence Requirements               | 30          |
| C-3           | Equipment and Utensil Needs            | 31          |
| C-4           | Mess Deck Meal Assembly                | 32          |
| C-5           | Ordering Non-Ambulatory Patient Meals  | 33          |
| C-6           | Non-Ambulatory Patient Meal Assembly   | 35          |
| C-7           | Ward Delivery and Retrieval Schedule   | 37          |
| C-8           | Required Files, Records and Logs       | 40          |
| C-9           | Document Distribution                  | 44          |
| C-10          | Refrigerator Logs                      | 49          |
| C-11          | Maintenance Log                        | 50          |
| C-12          | M2 Burner Log                          | 51          |
| C-13          | Immersion Heater Log                   | 52          |
| C-14          | Menu Forecasting                       | 53          |
| C-15          | Supplemental Feedings                  | 54          |
| C-16          | Resupply and Procurement               | 55          |
| C-17          | Maintenance of General Files           | 56          |
| C-18          | Breakout Procedures                    | 57          |
| C-19          | Galley and Food Preparation Procedures | 59          |
| C-20          | Scullery Operation                     | 61          |
| C-21          | Mess Deck Preparation and Meal Service | 63          |
| C-22          | Stand Down Procedures                  | 65          |

C-23

Patient Procedures for Handling  
Expatriated Prisoners of War

68

## **TAB C-1**

### **PRE-OPERATIONAL PROCEDURES**

#### **A. Day 1 - Arrival of the Air Detachment.**

##### **1. The FSO will:**

(a) Meet and discuss with the CEC officer concerning the plans for locating the ISO containers belonging to the Food Service Department.

(b) Familiarize himself with the area to check the possibility of procuring fresh or frozen food provisions from local or military sources.

(c) Brief the MSLPO and the MAA concerning feeding the AD crew, receiving the MS personnel and erecting the dining facility.

(d) Establish local instructions and policies.

##### **2. The MSLPO will:**

(a) Identify the containers belonging to the Food Service Department and assist in positioning same.

(b) Plan for the erection of the dining facility.

(c) Discuss with the MAA on plans for feeding the AD crew.

(d) Assign names to the watchbill. Obtain list of MS personnel from the FSO.

(e) Review the NAVSUP 436 and draft the 10-day menu.

##### **3. The MAA will:**

(a) Locate the 3-day supply ISO container and breakout needed items for feeding AD crew.

(b) Establish procedures with the Public Works Department for drawing fuel, staging of garbage/trash and initial testing of M2 burners.

(c) Prepare all maintenance logs for M2 burners, immersion heaters and refrigerators.

(d) Feed the AD crew.

B. Day 4 - Arrival of the Advance Party.

1. The FSO will:

(a) Meet and welcome the MS personnel.

(b) Discuss about status report with the Assistant Food Service Officer if one is arriving.

2. The MSLPO will:

(a) Direct and assist MS personnel in expeditious check in.

(b) Announce pertinent information such as bunking assignment, watchbill, policies and instructions, etc.

(c) Meet with key personnel such as, all watch captains or first classes to brief on planned erection of the dining facility.

3. The MAA will:

(a) Provide MREs for the Advance Party.

(b) Check with the FSO for possible use of signature logs, NAVSUP form 1090 or the policies in collection of monies.

(c) Supervise the opening, inspecting and sight inventorying of provisions and equipment.

(d) Coordinate with the CBs on the erection of the dining facility and supervising the actual operation pertaining the MSs.

(e) Muster the MS division personnel.

(f) Oversee the initial operational testing of all M2 burners and immersion heaters and post results noted in the logs.

C. Erection of the dining facility - prior to opening.

1. The FSO will:

(a) Confer with the CO and the Director of Administrative Services for instructions and advises.

(b) Establish policies and procedures with the Head Nurse for feeding patients.

(c) Appraise all hands of all pertinent development.

2. The Assistant FSO will:

(a) Review the special diet provisions of the NAVSUP 436 to adapt it with possible usage.

(b) Discuss desired and arrangement made with the Head Nurse about procedures in feeding patients with MSLPO, MAA and watch captains.

(c) Supervise the erection of the dining facility and all preparations for opening day, e.g. inventorying food provisions and equipment.

3. The MSLPO will:

(a) Improvise means to feed the crew with prepared meals when feasible.

(b) Supervise, direct and coordinate all activities in erection of the dining facility.

(c) Ensure that all records and returns are prepared properly.

4. The MAA will:

(a) Be responsible for the proper equipping the dining area and the scullery.

(b) Brief his section on the operation of the scullery.

(c) Provide a bulletin board for display of watchbill, quarters instructions, policies, bunking assignments, etc.

(d) Supervise the overall inventory of food and supplies by all hands.

(e) Breakout necessary food items requested for opening day.

(f) Have all silverware, chinaware and small equipments sanitized before regular usage.

(g) Ensure the mess deck crew is prepared and trained for procedures in preparing for the meals.

5. The Section Leaders/Watch Captains will:

(a) Ensure that the galley and the food preparation area is ready and equipped.

(b) Meet with their sections to announce or train for the normal operation of the galley and food prep space.

(c) Test and sanitize all electrically operated equipment.

(d) Check the menu and prepare requisition records to be submitted to the MAA after approval by the Assistant Food Officer.

(e) Review the food preparation worksheets prepared by the MSLPO prior to requisitioning and check the possibility of preparing dietary meals.

6. All hands:

(a) Check and read all pertinent information posted on the bulletin board, such as watches and quarters.

(b) Verify assigned task and assist in the erection of the tentage and familiarize themselves to their assigned spaces in preparation for opening day.



## TAB C-2

### SUBSISTENCE REQUIREMENTS

- A. **PURPOSE:** Determine requirements for subsistence items.
- B. **DEFINITION:** A summary of items and candies to be prepared to meet messing requirements.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

1. NAVSUP 436 B-Rations (TAB F-8).
2. Food Preparation Worksheet (TAB G-3).
3. Modified Diet Food Preparation Worksheet (TAB G-4).

D. **CRITERIA:**

Food Preparation Worksheet is prepared and employed accurately and in such a manner as to schedule daily work routines in food preparation areas.

E. **STEPS:**

1. Use pre-prepared FH NAVSUP 1092 (B-rations) to complete food preparation worksheet.
2. Enter subsistence items, recipe card numbers, activity, day and date to be accomplished.
3. Complete portions to prepare, instructions, preparation and cooking times, and number of batches to be completed by anticipating usage. Meals must be annotated as to modified vs regular patient meals, or staff dining room meals.
4. Watch captain must, upon completion of meal, complete portions left and comments column.
5. The watch captain and master at arms will enter for meals allowed, predicted and actual counts.
6. The modified diet entries will reflect the sum of all modified diets ordered on ward rosters.
7. Obtain signatures from person responsible for each functional area.

**TAB C-3**

**EQUIPMENT AND UTENSIL NEEDS**

A. **PURPOSE:** To establish equipment and utensil needs, and to maintain enough equipment and utensils on board to satisfy requirements.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

1. Review Armed Forces receipt cards. Equipment and utensil requirements for each item are designated on card.

2. Use New Harvest Eagle Kitchen Facility Technical Manual. (See TAB F-11)

**TAB C-4**

**MESS DECK MEAL ASSEMBLY**

A. **PURPOSE:** To establish procedure for assembly of mess deck meals.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

1. Obtain necessary (M-2) eagle burners, ignite and set into position on the serving line as directed by watch captain.

**NOTE:** Follow specific procedures for burners IAW TAB F-12.

2. Place designated menu items into utility pans as directed by recipe cards.

3. Place pans on line in following sequence:

(a) First: Entree

(b) Second: Starch

(c) Third: Vegetables

(d) Fourth: Bread

4. Place dessert on table next to bread.

5. Watch captain will obtain necessary utensils for correct usage and portion size.

6. Place condiments in containers in dining room. Condiments are contained on Food Prep Worksheet.

7. Fill jugs with beverage for use in mess decks.

8. Obtain trays and silverware and place in mess deck.

9. Watch captain will assign a Mess Specialist and a cook to serve patrons.

10. An additional cook will back up both lines to refill

items needed.

## TAB C-5

### ORDERING NON-AMBULATORY PATIENT MEALS

A. **PURPOSE:** To stipulate specific uniform requirements for ordering meals for bed-ridden patients.

B. **DEFINITION:** N/A.

C. **CRITERIA:**

Non-ambulatory patient meals are ordered accurately and on time.

D. **STEPS:**

1. The Wards will:

(a) Prepare a ward diet roster (TAB G-1) by 0400 each day. Supplies of rosters must be maintained on each ward and may be obtained from Operating Management Services.

(b) Complete form as indicated, providing at minimum, patient name, assigned bed and diet order.

(c) Enter any special requirements as indicated.

(d) Make diet changes by calling food service.  
Changes will be accepted up to:

(1) 0400 for breakfast.

(2) 0900 for lunch.

(3) 1400 for supper.

2. The MAA is responsible for receiving orders of patient meals. His pool of junior MS's such as the M2/immersion heater MS's will be assigned to deliver and retrieve.

(a) The MAA will obtain instructions from the FSO or Assistant FSO, if any.

(b) Normally, orders by phone or locally prepared forms may be used to order meals by the ward nurse.

(c) Orders will be received only within the hours specified.

(d) As soon as orders are received, the MAA will notify the watch captain for the numbers and characteristics.

3. The watch captain of the section is responsible for preparing the meals. The watch captain will:

(a) Verify the orders for accuracy from the MAA and any special instructions from the FSO or Assistant FSO.

(b) Request for emergency breakout from the Jack of the Dust, without approval from anyone, any special food components.

(c) Prioritize the preparation of patient meals to be ready and staged at times specified.

(d) Ensure proper containers, such as thermos and insulated jugs, are used. Ensure all utensils, dinnerware, napkins, etc. are included.

(e) Assign one of the galley cooks to assist, collect ward roster and supervise in the delivery and retrieval.

(f) Notify the MAA when the meals are staged and ready.

## TAB C-6

### PATIENT MEAL ASSEMBLY

A. **PURPOSE:** To establish procedures for assembling non-ambulatory patient meals.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

1. Check Food Preparation Worksheet to determine amount required for each ward.

2. Identify separate containers for modified and regular diets.

3. Pre-heat insulated canisters and hot beverage containers by placing hot water in containers for 3-5 minutes. Pour out water before filling.

4. Fill each compartment in a three compartment insulated canister with proper amount for each ward; 1-entree, 2-starch, 3-vegetables. Cover containers.

5. Obtain utensils, silverware, trays, cups, napkins for each ward. Place in a 4 inch insert with cover for delivery.

6. Fill beverage containers.

7. Assemble bread, dessert and necessary condiments in a 4 inch insert with cover for delivery.

8. Load containers for delivery to wards in following order:

Ward 1

Ward 3

Ward 5

Ward 7

Ward 6

Ward 4

Ward 2

9. Assign two Mess Specialists for delivery.



**TAB C-7**

**WARD DELIVERY AND RETRIEVAL SCHEDULE/PROCEDURE**

A. **PURPOSE:** To promulgate uniform procedures to accomplish non-ambulatory patient meal service.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

| <u>WARD</u>             | <u>DELIVERY</u> | <u>PICKUP</u> |
|-------------------------|-----------------|---------------|
| <u>NUMBER</u>           | <u>TIME</u>     | <u>TIME</u>   |
| <b><u>BREAKFAST</u></b> |                 |               |
| 2                       | 0530            | 0630          |
| 4                       | 0540            | 0640          |
| 6                       | 0550            | 0650          |
| 7                       | 0600            | 0700          |
| 5                       | 0610            | 0710          |
| 3                       | 0620            | 0720          |
| 1                       | 0630            | 0730          |
| <b><u>LUNCH</u></b>     |                 |               |
| 2                       | 1030            | 1130          |
| 4                       | 1040            | 1140          |
| 6                       | 1050            | 1150          |
| 7                       | 1100            | 1200          |
| 5                       | 1110            | 1210          |
| 3                       | 1120            | 1220          |
| 1                       | 1130            | 1230          |
| <b><u>DINNER</u></b>    |                 |               |
| 2                       | 1630            | 1730          |
| 4                       | 1640            | 1740          |
| 6                       | 1650            | 1750          |
| 7                       | 1700            | 1800          |
| 5                       | 1710            | 1810          |
| 3                       | 1720            | 1820          |
| 1                       | 1730            | 1830          |

1. Two Mess Specialists will be assigned at each meal to

deliver and serve patient meals. Each MS will be assigned responsibility for specific wards.

(a) MS #1 is responsible for Wards 1, 5, 6, and 2.

(b) MS #2 is responsible for Wards 3, 7, and 4.

2. When the delivery vehicle arrives at each ward, the responsible Mess Specialist will notify the responsible Charge Nurse.

3. Each Ward Charge Nurse will assign a staff corpsman to assist during meal periods.

4. The responsible HM and MS will unload all gear required for each respective ward and carry it into the ward.

5. As each ward is delivered, the vehicle will move on to the next ward in sequence.

6. On the ward, the MS will:

(a) Set up a meal assembly line.

(b) Portion items required to support each diet ordered on the roster.

(c) Leave the remaining material set up on the ward.

(d) Proceed to the next assigned ward.

7. On the ward the HM will:

(a) Present and hold the necessary trays for each patient while the MS portions the meal.

(b) Deliver the meal to the appropriate patient.

(c) Dispense appropriate beverages.

(d) Dispense any remaining food consistent with specific diet orders.

(e) Retrieve soiled gear.

(f) Stage soiled gear adjacent to the exit vestibule for subsequent pick up by MS.

8. Upon completion:

(a) Mess Specialist 1 retrieves soiled mess gear from Wards 3, 7, and 4.

(b) Mess Specialist 2 retrieves soiled mess gear from wards 1, 5, 6, and 2.

9. Assigned vehicle will pick up soiled mess gear and deliver to scullery.

10. Assigned Mess Specialist 1 and 2 will assist in scullery clean up of soiled ward gear.

11. Wash, rinse, and air dry ward mess gear.

12. The MAA will ensure the prompt delivery of the meals. He will:

(a) Establish procedure with the public transportation for a vehicle to be ready and available at time specified. Provide the vehicle.

(b) In a rotational basis, assign a junior MS to pick up and deliver meals to the 7 wards in the order specified.

(c) The senior MS will collect all ward rosters from the duty HM or ward nurse who signs for receipt of meals.

(d) Assist the Duty HM in feeding the patients by dishing out the food to each plate.

13. The MAA is responsible for the retrieval of the soiled gear through his MS detailed to deliver. He will ensure:

(a) The detail returns to the first ward food was delivered to and begin to pick up. Proceed as in sequence of delivery.

(b) Return to the scullery and scrape/empty all the used equipment ready to be washed and sanitized.

(c) Submit signed ward rosters to the MAA for record keeping and accounting purposes.

## **TAB C-8**

### **REQUIRED FILES, RECORDS, AND LOGS**

A. Accountability file. The accountability file must be established by the food service officer, on the first day of the accounting period to maintain security of all accountable transactions and substantiating accountable documents. The accountability file must be kept under lock and key by the accountable officer. At the end of the quarter, the documents in this file become the hospital's retained returns for the period, with the exception of the rough inventory which will remain in the accountability file until the next rough inventory is made.

1. Original of Food Item Report/Master Food Code List (NAVSUP Form 1059) or Food-item Request/Issue Document (NAVSUP Form 1282) daily issues to the general messes.

2. Copy of each receipt document with storeroom storekeeper's signature.

3. Original NAVSUP Form 1282, or NAVSUP Form 1059, for daily sales of food items to private messes.

4. Original of Ration and Sales Report (NAVSUP FORM 1357) covering entire sales for the month from the general mess.

5. Copy of each transfer document with "Proof of delivery" signature.

6. Copy of GPLD (Government Property Lost or Damaged) Survey Certificate (DD Form 2090).

7. Copy of Report of Survey (DD Form 200).

8. Original of Expenditure Log (Loss without Survey) (NAVSUP Form 1334.)

9. Original of smooth inventories and rough inventory sheets.

10. Copy of NAVSUP Form 1059 summarizing quarterly issues to the general mess.

11. Copy of Special Meals Report (NAVSUP Form 1340).

12. Food Preparation Worksheet (NAVSUP Form 1090 (Ashore

only)).

13. Original of NAVSUP Form 1059 or NAVSUP Form 1282 - Inventory Quantity Adjustment Sheet.

B. Menu file.

1. Original Enlisted Dining Facility Menu (NAVSUP Form 1080) for the past six months.

2. Food-preparation Worksheet (NAVSUP Form 1090) for the past twelve months.

C. Ration credits file. (This file becomes part of the retained returns at the end of the quarter.)

1. Original Recapitulation of Meal Record (NAVSUP Form 1292).

2. Original of Sale of Enlisted Dining Facility Meals (NAVSUP Form 1046).

3. Local cash sales of meals record/form.

D. Expenditure invoices file. (This file is maintained for the complete fiscal year.)

Copy of each document assigned an expenditure invoice number.

E. Outstanding requisitions file. (This file is maintained for the complete fiscal year.)

Copy of each outstanding requisition.

F. Completed requisitions file. (This file is maintained for a complete fiscal year.)

Copy of each completed requisition.

G. Incoming material file. (Maintained by storeroom storekeeper until receipt of material.)

Copy of each document placed on order.

H. Receipts. (This file becomes part of the returns for the Navy Food Service Systems Office at the end of the quarter.)

Original of monthly Summary of Material Receipts /Expenditures (NAVCOMPT Form 176).

I. Receipts with charge file. (This file becomes part of the returns at the end of the quarter.)

Copy of each document covering receipts from purchase, Navy Stock Account supply activities, and stores.

J. Receipts without charge file. (This file becomes part of the returns at the end of the quarter.)

K. Cash sales file. (This file is used to prepare billing documents at the end of each month.)

Copy of NAVSUP Form 1282 and NAVSUP Form 1059 covering daily sales of food items to private messes.

L. Outstanding purchase orders file. (This file is maintained for the complete fiscal year).

Copies of each outstanding purchase order.

M. Completed purchase orders file. (This file is maintained for the complete fiscal year).

Copy of each completed purchase order with dealer's bill information.

N. Transfers with reimbursement file. (This file becomes part of the returns at the end of the quarter.)

Copy of each document covering transfers to supply activities.

O. Transfers without reimbursement file. (This file becomes part of the retained returns at the end of the quarter.)

Copy of each document covering transfer between general messes and of combat meals.

P. Surveys' file. (This file becomes part of the returns for Navy Food Service Systems Office at the end of the quarter.)

Originals of DD Forms 200 and 2090 for surveys.

Q. Additional document not filed but prepared at end of quarter. (This document becomes part of the returns for Navy Food Service Systems Office at the end of the quarter.)

Original NAVSUP Form 1059 summarizing issues to the general messes.

R. Records. (These records are maintained on a quarterly basis. They then become part of the retained returns.)

1. NAVSUP Form 367, Record of Receipts and Expenditures.
2. NAVSUP Form 335, Subsistence Ledger. (This record is maintained on a perpetual basis.)
3. NAVSUP Form 338, Enlisted Dining Facility Control Record.

S. Logs.

1. Requisition Log (NAVSUP Form 1336), with columns for date, serial, source, and date received. (This log will be filed as part of the retained return.)
2. Refrigerator Log. (This log will be retained for a period of one year.)
3. Expenditure Invoice Log, with columns for date, serial, description, amount, and date completed.
4. Cash Meal Payment Book (DD Form 1544) for afloat and ashore units. (This book will be filed as part of the retained returns.)
5. Acceptability Log.

T. Retained returns.

1. Reference: Disposal of Navy and Marine Corps Record, Parts II and III.
2. Subsistence returns and related account papers retained:
  - (a) One year for afloat activities.
  - (b) Two years for ashore activities.

**TAB C-9**

**DOCUMENT DISTRIBUTION**

A. NAVSUP Form 1292 (Ashore).

Original - to ration credit file until replaced by monthly NAVSUP Form 1292.

B. NAVSUP Form 1292 (Ashore)(daily).

1. Original - to ration credit file until replaced by monthly NAVSUP Form 1292.

2. Copy - to leading mess management specialist.

C. NAVSUP Form 1292 (Ashore)(monthly).

Original - to ration credit file.

D. NAVSUP Form 1358, Enlisted Dining Facility Operating Statement.

1. Original - to Navy Food Service Systems Office with returns.

2. Copy - to Navy Food Service Systems Office with returns.

3. Copy - with retained returns.

4. Copy - Navy Supply Corps School (end of fiscal year only).

E. DD Form 11155, Order for Supplies or Services/Request for Quotation.

1. At time of order.

(a) Original - to vendor.

(b) Copy - to storeroom storekeeper or issue room storekeeper incoming material file.

(c) Copies - to outstanding purchase orders file.

2. At time of receipt.

(a) Copy - with storeroom storekeeper's or issue room



storekeeper's signature to accountability file.

(b) Copy - with inspector's original signature under lock and key.

(c) Copy - with inspection information to records keeper for posting - then to receipts (with charge) file.

(d) Other copies - returned to outstanding purchase orders file awaiting receipt of dealer's bill.

3. At time dealer's bill forwarded for payment.

(a) Copy - with inspector's original signature to Navy Regional Finance Center with dealer's bill.

(b) Copy - to Navy Regional Finance Center with dealer's bill.

(c) Copy - to Navy Food Service Systems Office with returns.

(d) Other copies - moved from outstanding purchase orders file to completed purchase orders file - top copy marked with dealer's bill information.

F. DD Forms 200 and 2090, Surveys.

1. Original - to survey file (forwarded to the Navy Food Service System Office with returns).

2. Copy - to accountability file.

3. Copy - to expenditure invoices file.

4. Copy - to storeroom storekeeper or issue room storekeeper.

G. NAVSUP Form 1334, Expenditure Log (Loss without Survey).

1. Original - to accountability file (to the Navy Food Service Systems Office with returns).

2. Copy - to retained returns.

H. NAVSUP Form 1046, Sale of Enlisted Dining Facility Meals.

Original - to rations credits file..

I. DD Form 1544, Cash Meal Payment Book.

When completed, will be retained by the designated control officer.

J. NAVSUP Form 1282, or NAVSUP Form 1059, Daily issues to general mess.

1. Original - to accountability file.
2. Copy - to storeroom storekeeper or issue room storekeeper (for NAVSUP Forms 209 if used).
3. Copy - to recordskeeper for posting.

K. NAVSUP Form 1059, Quarterly summary of issues to general mess.

1. Original - to Navy Food Service Systems Office with returns.
2. Copy - with retained returns.

L. NAVSUP Form 1059, Smooth Inventory.

1. Original - to accountable officer.
2. Copy - to storeroom storekeeper.
3. Copy - to Navy Food Service Systems Office when overissue occurs and upon relief, and original will be retained by accountable officer.

M. Local rough inventory.

Original - to accountable officer.

N. NAVSUP Form 1080, Enlisted Dining Facility Menu.

1. Original - to food service officer, commanding officer for approval; then to menu file.
2. Copies - (as required) to various bulletin boards and galley spaces.

O. NAVSUP Form 1092, Menu Draft.

Original - used to prepare smooth menu after approval by food service officer, retain for use in preparing daily Food Preparation Worksheet (NAVSUP Form 1090), then may be destroyed.

P. NAVSUP Form 1282, Daily Sales of Food Items to Private Messes (afloat and when the food service officer has control of NSF stocks).

Q. NAVSUP Form 1059.

1. Original - to accountability file.
2. Copy - to cash sales file (attached to covering NAVSUP Form 1357 at the end of the month).
3. Copy - to general mess treasurer after sale.

R. NAVSUP Form 1282, Daily sales of food items to private messes (when officer other than the food service officer has control of NSF stocks).

S. NAVSUP Form 1059.

1. Original - forwarded to supply officer for billing and collection.
2. Copy - to recordskeeper for posting.

T. NAVSUP Form 1357, Ration and Sales Report.

1. Original - to accountability file.
2. Copy 1 - to Navy Food Service Systems Office.
3. Copies 2, 3, and 4 - to disbursing officer.

U. NAVSUP Form 1340, Special Meals Report.

1. Original - to Navy Food Service Systems Office with monthly NAVSUP Forms 1357.
2. Copy - to accountability file.

V. DD Form 1348-1.

1. Original - to receiving activity.
2. Copies (2) - to receiving activity.
3. Copy - to receiving activity and signed by inspector for receiving activity and returned to the transferring activity accountability files.

4. Copy - to appropriate (transfers with/without reimbursement) expenditures file.

5. Copy - to expenditure invoices file.

W. DD Form 1348-1 or DD Form 1149 - Transfers.  
DD Form 1348 (6 pt).

1. Original - to receiving activity.

2. Green copy - to receiving activity.

3. Pink copy - to receiving activity.

4. White copy - to receiving activity and signed by inspector for receiving activity and returned to the transferring activity accountability files.

5. Yellow copy - to appropriate expenditures file.

6. Hard copy (bottom) - to expenditure invoices file.

**TAB C-10**

**REFRIGERATOR LOG**

A. **PURPOSE:** To provide a chronological record of refrigerator temperatures monitored at the Fleet Hospital.

B. **DEFINITION:** A hard-bound log (record book) containing the minimum essential information required to identify temperature fluctuations.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

Standard record book.

D. **CRITERIA:**

1. Log must be updated frequently to ensure that an accurate and detailed record of temperatures are maintained.

2. At a minimum, it will be updated four times a day, at 6 hour intervals.

E. **STEPS:**

1. The front cover must be marked with the Fleet Hospital Unit Identification Code (UIC), the title "Reefer Log," and the date of initial entry.

2. Each set of facing pages will be divided into vertical columns. Columns will be labeled "DATE," "NAME," "TIME," "LOCATION," "TEMPERATURE," and action required. (See TAB G-14.)

3. The log will be closed at 2400 each day by drawing a double horizontal line beneath the last entry.

4. When the log is full, it will be closed by marking the date of the last entry on the front cover.

F. **RESPONSIBILITY:**

Galley Supervisor.

## TAB C-11

### MAINTENANCE LOGS

A. **PURPOSE:** All equipment that are critical to the operation of the mess will be monitored with maintenance log to immediately affect necessary repair or maintenance. Each will reflect a chronological history of repair status and will be part of the files submitted with the units in repack during stand down.

B. **DEFINITION:** A hard-bound log (record book) containing the minimum essential information required.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

Standard record books.

D. **CRITERIA:**

1. Logs must be updated frequently to ensure that an accurate and detailed record of maintenance is maintained.

2. At a minimum, it will be updated four times a day, at 6 hour intervals.

E. **STEPS:**

1. The front cover must be marked with the Fleet Hospital Unit Identification Code (UIC), the title "Maintenance Log," and the date of initial entry.

2. Each set of facing pages will be divided into vertical columns. Columns will be labeled "NAME OF PERSON TO CONTACT," "DATE," "TIME," "TEMPERATURE," and "COMMENT" (any pertinent comment about the unit that is of any interest on repairs, deviation in temperatures citing reason for considerable fluctuation such as defrosting and inventory to avoid unnecessary concerns. (See TAB G-15.)

3. The log will be closed at 2400 each day by drawing a double horizontal line beneath the last entry.

4. When the log is full, it will be closed by marking the date of the last entry on the front cover.

F. **RESPONSIBILITY:**

Galley Supervisor.

**TAB C-12**

**M2 BURNER LOG**

A. **PURPOSE:** To provide a chronological record of M2 burners.

B. **DEFINITION:** A hard-bound log (record book) containing the minimum essential information.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

Standard record book.

D. **CRITERIA:**

1. Log must be updated frequently to ensure that an accurate and detailed record of M2 burners are maintained.

2. At a minimum, it will be updated four times a day, at 6 hour intervals.

E. **STEPS:**

1. The front cover must be marked with the Fleet Hospital Unit Identification Code (UIC), the title "M2 Burner Log," and the date of initial entry.

2. Each set of facing pages will be divided into vertical columns. Columns will be labeled "PERSON TO CONTACT", "DATE", "TIME", "PROBLEM", "SIGNATURE". (See TAB G-16.)

3. A local procedure may be to include in the opening pages information as to what to do in case of fire.

4. The log will be closed at 2400 each day by drawing a double horizontal line beneath the last entry.

5. When the log is full, it will be closed by marking the date of the last entry on the front cover.

**NOTE:** This equipment is highly unpredictable and handling will be restricted only to those who were trained for it.

F. **RESPONSIBILITY:**

Galley Supervisor.



**TAB C-13**

**IMMERSION HEATER LOG**

A. **PURPOSE:** To provide a chronological record of immersion heaters.

B. **DEFINITION:** A hard-bound log (record book) containing the minimum essential information.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

Standard record book.

D. **CRITERIA:**

1. This log is under the cognizance of the MAA and maintained by the same MS responsible for the M2 burners.

2. Log must be updated frequently to ensure that an accurate and detailed record of immersion heaters are maintained.

3. At a minimum, it will be updated four times a day, at 6 hour intervals.

E. **STEPS:**

1. The front cover must be marked with the Fleet Hospital Unit Identification Code (UIC), the title "Immersion Heater Log," and the date of initial entry.

2. Each set of facing pages will be divided into vertical columns. Columns will be labeled "PERSON TO CONTACT", "DATE", "TIME", "COMMENT", and "SIGNATURE". (See TAB G-17.)

3. The log will be closed at 2400 each day by drawing a double horizontal line beneath the last entry.

4. When the log is full, it will be closed by marking the date of the last entry on the front cover.

F. **RESPONSIBILITY:**

Galley Supervisor.

## TAB C-14

### MENU FORECASTING

A. **PURPOSE:** To establish procedures for accurately forecasting production requirements.

B. **DEFINITION:** A summary of items and quantities to be prepared to meet messing requirements.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

1. NAVSUP 1092 B-Rations.
2. Food Preparation Worksheet, TAB G-3.
3. Modified Diet Food Prep Worksheet, TAB G-4.

D. **CRITERIA:**

Food Preparation Worksheet is prepared and utilized accurately and in such a manner as to schedule daily work routines in food preparation areas.

E. **STEPS:**

1. Use pre-prepared FH NAVSUP 1092 (B-rations) to prepare food preparation worksheet.

2. Enter menu item recipe card numbers, activity, day and date to be accomplished.

3. Complete portions to prepare, instructions, preparation and cooking times, and number of batches to be completed by anticipating usage. Meals must be annotated as to modified or regular patient, or staff mess deck.

4. Watch Captain must:

(a) Upon completion of meal, complete portions left and comments column.

(b) Enter figures for meals allowed, predicted and actual counts.

(c) Sign the appropriate part of the form. Signatures of person responsible must be obtained for each functional section.

**TAB C-15**

**SUPPLEMENTAL FEEDINGS**

A. **PURPOSE:** To prescribe policy and procedures for obtaining subsistence that is medically required at other than routine meal periods.

B. **DEFINITION:** N/A.

C. **CRITERIA:** Patients whose clinical conditions require supplemental feedings receive same.

D. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:** N/A.

E. **STEPS:**

1. The Combat Zone environment, austere staffing, limited storage capability, and absence of single service and/or individual portion containers dictate that supplemental feeding be kept to an absolute minimum and that each be physician prescribed.

2. When a supplemental feeding is required, the ward charge nurse will:

(a) Verify that a chart entry supports the order.

(b) Notify food service by phone of the requirement, providing patient's name, ward number, diet order, and subsistence items required.

(c) Request the time that the order be ready for pick-up (not less than 2 hours after request).

(d) Dispatch an individual to pick up the items at the agree-upon time.

3. Food service will:

(a) Accommodate supplemental feeding requests.

(b) Obtain required subsistence items and package them suitably.

(c) Release them to the ward representative.

**TAB C-16**

**RESUPPLY AND PROCUREMENT**

A. **PURPOSE:** To establish procedures to accomplish resupply and procurement.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

1. The Galley Supervisor in consultation with the storeroom custodian (MAA) will determine and order the replenishment subsistence and non-subsistence items.

2. The stocking objective for food and non-food will be the sum of the operating levels plus a 30 day safety level.

3. NAVSUP P-436 (Standard "B" Medical rations) contains 10 day menu daily breakout requirements for 100 persons, recipes, food preparation instructions, weight and cube data, water usage data for food and beverage preparation and a table of nutrient values for rations.

4. Requisitions for authorized food items will be prepared and submitted on DD 1250, signed by Head, Food Management Department, IAW Chapter 10.

5. Head, Food Management Department will submit to Head, Materials Management for action.

TAB C-17

MAINTENANCE OF GENERAL FILES

A. **PURPOSE:** To provide a system for maintaining general files.

B. **DEFINITION:** N/A.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:** N/A.

D. **CRITERIA:**

1. Forms are filed in sequence - file number and chronological order.

2. Documents are easily retrievable.

E. **STEPS:**

1. The senior enlisted person will:

(a) Assure all correspondence, message traffic and other files are maintained IAW SECNAVINST 5210.11C Standard Subject Identification Codes.

(b) Maintain any other file as directed by Head, Food Management Department.

2. At a minimum, the file will contain:

(a) Departmental Logs.

(b) Maintenance Requests.

(c) Supply Requests.

(d) Watch Bills.

(e) Notices/Instructions.

F. **RESPONSIBILITY:**

Senior MS.

TAB C-18

PROCEDURES FOR DAILY BREAKOUTS

A. **PURPOSE:** Procedures for daily breakouts.

B. **DEFINITION:** N/A.

C. **CRITERIA:** N/A.

D. **STEPS:**

1. The watch captains will:

(a) Review the NAVSUP Form 1090, Food Preparation Worksheets, to determine the items and amounts.

(b) Fill out the NAVSUP Form 1282, Requisition Document, or a locally prepared form, signing at the caption "Requested by".

(c) Submit to MSLPO/Assistant FSO for approval.

(d) When approved by either person, submit the request to the MAA's Jack of the Dust for breakout.

(e) When the items are issued, he signs on the caption "Received by".

2. The Jack of the Dust will:

(a) Breakout the exact items requested, stage in the issue room or the refrigerators.

(b) Have the watch captain or authorized Galley Assistant sign the proper line. Turn in the receipts to the Records Keeper.

3. The Records Keeper will:

(a) Post entry to the NAVSUP Form 335, Subsistence Ledger, and compute the balance.

(b) File the receipt forms.

4. Emergency breakouts will be kept to a minimum. Patient meal components are considered emergency breakout since request from the wards is usually very close to the meal

hours. The procedure above should be strictly adhered to when practical.

5. Emergency breakout approval will be signed/attested by signatures the day after as a rule, rather than the norm. The FSO may establish local policy on this matter as he sees fit.

**TAB C-19**

**GALLEY AND FOOD PREPARATION PROCEDURES**

A. The MSLPO will:

1. Post the NAVSUP 1090 Food Preparation Worksheets for normal operation and notify the watch captains for extra ordinary instructions as advised by the Dietician.

B. The Watch Captains will:

1. Review the Food Preparation Worksheet the day before to fill out requisitions.

2. Prior to takeover the watch, inspect the galley spaces, assist the out going watch in securing, notify the out going watch captain about discrepancies.

3. Check with the MAA's office for the patients meals.

4. Request for breakout for items to be used for the patient's meals as a matter of priority.

5. Notify the M2/Immersion MSs for required number of units needed and when needed.

6. Prepare all the entree on the menu including the fresh salad and except the dessert.

7. Assign from the Galley Assistants to supervise the delivery of the patients meals.

8. Prepare the steamline 30 minutes before serving by filling with water to the mark and heating to the recommended temperatures. Dress up the line with available resources.

9. Assign junior MSs to serve on the line providing instructions, e.g. the size of the portions and placing on the tray.

10. Constantly observe the M2 burners for safety concerns.

11. Secure from serving of the meals.

12. Save leftover food according to the NAVMED P-5010, chapter 1, and dispose of those items that are not reusable



for midrats.

13. Clean, scrub and perform all necessary steps to turnover the watch to the incoming section.

## **TAB C-20**

### **SCULLERY OPERATIONS**

#### **A. The scullerymen will:**

1. Check with the public works to establish procedures in maintaining the plumbing system and operation of the grease trap.

2. Inspect the spaces for sanitary conditions, shelves and racks dry, sinks scrubbed clean, etc.

3. Designate the staging area by roping off for collection of bagged garbage and trash.

4. Place plastic liners in all the garbage receptacles and marking each such as for dry and wet, arrange strategically for convenience and ease in handling.

5. Request for M2 burners to be lit and place in racks.

6. Fill sinks with clean water and heat to the desired temperature as specified by NAVMED P-5010, chapter 1.

7. Provide three (3) deep inserts with hot soapy water for pre-soaking dinnerware separating forks, knives and spoons.

8. Commence operation by scrubbing, pre-washing, washing, rinsing and sanitizing soiled gear.

9. Stow clean gear upside down on shelves and racks to air dry. A hurricane fan may be needed to assist in drying.

#### **B. In using the immersion heaters:**

1. Designate at least four (4) GI cans strictly for scullery operation only by scrubbing and sanitizing and marking.

2. Place and clamp an immersion heater in each GI can with water and light them off about one (1) hour before using to obtain proper temperature as required.

3. Arrange the clean GI cans outside the tents in tandem to have a can for each step of pre-washing, washing, rinsing and sanitizing.

4. Provide working tables at the end of the line for diners to deposit their clean trays.

5. Ensure the garbage and trash cans precede the washing cans as receptacles of scraps to be scrapped off prior to washing of trays by the diners.

6. Check the status of cleanliness of the water and if necessary, add a fresh, clean sanitizing water and downgrade each of the cans.

7. If necessary, another bank of GI cans on the opposite side may be set up.

## **TAB C-21**

### **MESS DECK PREPARATION AND MEAL SERVICE**

A. The MAA is responsible for the operation of the mess decks. The MAA will be visible around the dining spaces during the meals checking things, i.e. refills, maintaining discipline and order, and controlling the chowline to avoid overcrowding or bottlenecks.

#### **B. Preparation:**

1. Sweep and swab the deck.
2. Ensure all tables, chairs, benches and utility coffee table are clean and sanitized.
3. Arrange furniture, allowing for traffic flow aisle.
4. Provide for cold drinks, salad if available and fresh coffee on the utility table.
5. Clean and refill all salt and pepper shakers, napkin holders and condiment containers, set out on the middle of the tables neatly.
6. Provide dinnerware, silverware and chinaware next to the flow of incoming traffic by the vestibule entrance to the steamline.
7. In preparation for breakfast, start the toaster to heat for 20 minutes and provide bread and butter or other required items as per menu.
8. Set out the signs for designated tables for officers, enlisted or any other areas as instructed by the MSLPO.

#### **C. During the meal:**

1. Maintain cleanliness and orderliness by wiping table spills, water on deck, etc. and rearranging benches.
2. Ensure beverage line, dinnerware and silverware and entrees from the galley are refilled/resupplied before completely depleted.

#### **D. Upon securing:**

1. Wipe clean with sanitizing solution, all tables,

chairs, benches and horizontal surfaces.

2. Dispose all salads or any food items unsuitable for later meals.

3. Take all washables to the scullery for washing.

4. Sweep and swab the deck with damp mop.

5. Refill all salt and pepper shakers, napkin holders and condiment containers in preparation for the next meal.

6. Have the MAA inspect before securing the section watch.

## **TAB C-22**

### **STAND DOWN PROCEDURES**

This is the post operational days when the hospital is relieved of its responsibility of caring for patients. In repacking, it should be kept in mind that the materials will be used again.

#### **A. The FSO will:**

1. Confer with the CO/Head of Administrative Services to confirm and coordinate plans.

2. Brief the Food Service Department to discuss actions in preparation for the event.

3. Review all the accountability records to close, all accounts paid, and returns ready for submission.

4. Brief with the MSLPO and the MAA to make provisions in feeding the Construction Battalion personnel.

#### **B. The MSLPO will:**

1. Confirm the last official day of operation to make plans for closing.

2. Assist the FSO in records and returns processing.

3. Draft a schedule of events for all hands to field day inventory and repacking of equipment.

4. Draft a menu for the days after closing considering the fact that most equipment are not available. Conditions may be similar to the pre-operational days.

5. Brief and appraise all key personnel, coordinating different sectional activities.

6. Check with the CBs about the breakdown of the temper tents to ensure MSs are available to assist.

7. Oversee the repacking.

8. Improvise ways to feed the CBs when the dining facility is torn down.

#### **C. The Section Leaders will:**

1. Brief their own individual sections coordinating field days in their assigned areas and inventories.

2. Commence field days and inventories.

3. Inspect all equipment, utensils, etc. within their cognizance before repack. Tag all discrepancies noted.

D. The MAA will:

1. As a section leader, do the above.

2. Obtain all the packing materials from the CBs.

3. Supervise each of his special details personnel.

E. The Records Keeper will:

1. Receive all the final inventories of food provisions and consumable supplies signed and approved by the FSO and make a smooth inventory on proper format.

2. Close out all records to compute figures in closing out records.

3. Claim credit and charge for the anticipated meals to be used by the skeleton crew in advance.

4. Submit all closed out records and returns ready for mailing to the FSO via the MSLPO.

5. Always refer to the NAVSUP 486 or inquire from the FSO for propriety in closing out records.

F. The Jack of the Dust will:

1. Commence inventory of all food provisions and consumable supplies on a rough inventory sheets.

2. Hold field days in the ISO containers and assist in packing.

3. Adjust all the balance columns on each items listed in the Subsistence Ledger. Close by drawing double lines and annotating as the last entry.

G. The M2/Immersion Heaters MS's will:

1. Empty, inventory and inspect all the gas-fueled

equipment.

2. Log all discrepancies noted on each log book annotating tags that are attached.

3. Close all the log books and submit to the MAA.

H. The Cashier will:

Turn in all monies in his possession to the Assistant Food Service Officer.

I. The break down of the temper tents is an all hands evolution much as like the assembly. All hands are responsible in preparing their personal affairs for departure.



**TAB C-23**

**PATIENT PROCEDURES FOR HANDLING EXPATRIATED PRISONERS OF WAR**

A. **PURPOSE:** To detail patient handling procedures for expatriated prisoners of war within the fleet hospital.

B. **DEFINITION:**

Expatriated prisoners of war (EPW) - those patients who require treatment who are prisoners of U.S. or allied combat forces.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

1. Restraints (theater command military police or hospital issue).

2. Others as specified in admission procedures (all forms will be marked with the words "Prisoner of War" or "EPW").

D. **STEPS:**

1. Upon presentation of EPW to functional area, notify Security Department.

2. Upon admission to Casualty Receiving, Security will be responsible for the following notifications:

(a) Theater command military police (MP) headquarters.

(b) Executive Officer.

(c) Director of Nursing.

(d) Director of Administration.

2. Perform essential life saving care.

3. Inform MP that custody of patient will not be assumed by hospital staff and that MP will retain custody of EPW until relieved by appropriate MP headquarters staff or patient is transferred to EPW holding center (external to hospital).

4. After treatment, have corpsman or litter bearer escort MP and EPW to next functional area charge nurse. Admissions packet, correctly annotated will be delivered by hand to

charge nurse.

5. During course of treatment, patient will be guarded by MP and/or restrained until treatment is terminated.

6. Movement to another functional area will be reported to Security.

7. EPW's will be fed either on the ward or in the general mess. If allowed to eat in the general mess, EPW's will be accompanied by MP guards.

E. **RESPONSIBILITY:**

CMAA/Security.

**TAB D**

**CLINICAL POLICIES/GUIDELINES INDEX**

| <u>NUMBER</u> | <u>TITLE</u>              | <u>PAGE</u> |
|---------------|---------------------------|-------------|
| D-1           | NUTRITIONAL CARE POLICIES | 71          |
| D-2           | NUTRITION CARE GUIDELINES | 72          |

## **TAB D-1**

### **NUTRITIONAL CARE POLICIES**

A. The following basic diets will be available at Echelon 3 and 4 utilizing the Hospital B Ration: regular (hospital high protein), clear liquid, full liquid, and dental liquid. The regular diet can be modified for consistency, i.e., cut meat and dental soft.

B. Nutrition care provides forced fluids and supplemental nourishments. Tube feedings will be prepared and transported to the wards three times per day if a powdered product is supplied. If canned tube feeding products are supplied, nursing personnel will obtain them directly from logistics.

C. There is a limited capability at both Echelons 3 and 4 to provide certain additional dietary modifications, i.e., low protein, low sodium, low fat, and low residue.

D. Dietitians will respond to consults for nutritional assessment and intervention.

## TAB D-2

### NUTRITION CARE GUIDELINES

A. All dietary tasks are keyed to the ward on which the patient is admitted by means of the double alpha prefix: YI - Intensive Care Unit (ICU) Patients, YJ - Intermediate Care (ICW) Patients, YK - Minimal Care (MCW) Patients, YR - Convalescent Patients.

B. It is assumed that 100% of ICU and ICW patients receiving diets will require ward feeding. In general, 90% of MCW patients are assumed to be ambulatory and will be fed in the dining facility (task 019). An assumed 10% of MCW patients will require ward service due to occasional minor complications. Exceptions to this 90%, 10% rule are reflected by greater percentages in tasks of diet preparation and delivery. 100% of convalescent patients will eat regular diets in the dining facility.

C. No food preparation tasks were added if a patient was Not By Mouth (NPO), although nutrition assessment tasks may have been included. If the food preparation tasks do not add up to 100% on a given ward, it can be assumed that some patients were NPO.

D. When patients were required to be NPO for surgery and operative time was less than three hours, the patients were made NPO for one meal only by using an occurrence of 2 times on day one.

E. Varying dietary treatments/progressions were defined one of two ways. First, certain tasks would be designated to occur on day one and not on repetitive days, while other tasks occurred on repetitive days and not on day one. The second method, used when more than one day and/or several diets were required, split the length of stay into percentages of time on a given diet. Either method, but particularly the latter, may be invalidated each time length of stay scenarios are altered.

F. A basic assumption was made that the powdered formula products would be available and that preparation of these products would require a blender (tasks Y004, Y015, and Y016). The product currently available is a canned product which may not require nutrition care personnel to be involved in the preparation and delivery. However, the task of nutritional assessment (Y001) is required regardless of who prepares the tube feeding.

G. Assuming the availability of a soft plastic tube, nursing tasks for removal of the hard NG tube used for suction, and insertion of the soft tube were included for those patients expected to remain tube fed for extended periods of time.

H. Tasks for forced fluids and nourishments, when appropriate, were included on the MCW for 100% of the patients and were expected to be delivered with the 10% receiving meals on the ward.

**TAB E**

**STANDARDS AND JOB DESCRIPTIONS INDEX**

| <u>NUMBER</u> | <u>TITLE</u>  | <u>PAGE</u> |
|---------------|---|-------------|
| E-1           | Food Service Officer, Food Service Department             | 75          |
| E-2           | Assistant Food Service Officer<br>Food Service Department | 76          |
| E-3           | MSLPO   | 77          |
| E-4           | Watch Captain   | 78          |
| E-5           | Assistant Watch Captain                                   | 79          |
| E-6           | Junior Mess Specialist                                    | 80          |
| E-7           | Master at Arms  | 81          |
| E-8           | Lead Baker  | 82          |
| E-9           | Baker   | 83          |
| E-10          | Records Keeper  | 84          |
| E-11          | Cashier/Collection Agent                                  | 85          |
| E-12          | Jack of the Dust  | 86          |
| E-13          | M2 Burner/Immersion Heater MS                             | 87          |
| E-14          | Delivery and Retrieval MS                                 | 89          |

**TAB E-1**

**FOOD SERVICE OFFICER, FOOD SERVICE DEPARTMENT JOB DESCRIPTION**

The Food Service Officer is responsible to the Director of Administrative Services and accountable for the management of the Food Service Department.

SPECIFICALLY, THE DEPARTMENT HEAD WILL:

1. Supervise, schedule and coordinate activities of department personnel.
2. Orient and train personnel assigned to the department.
3. Maintain accountability for: procurement, receipt, stowage, issue and fiscal accounting of Fleet Hospital food supplies.
4. Interpret and administer hospital policies and procedures applicable to the Food Service Department.
5. Ensure development, preparation and transmittal of required reports in final form.
6. Establish procedures for efficient feeding of hospital staff and patients.



**TAB E-2**

**ASSISTANT FOOD SERVICE OFFICER, FOOD SERVICE DEPARTMENT**

The Assistant Food Service Officer is responsible for monitoring and controlling the ongoing day-to-day activities of the Food Management Department and, as the Hospital Dietician, ensuring that the nutritional needs of the staff and patients are fulfilled.

THE ASSISTANT DEPARTMENT HEAD SHALL:

1. Supervise, schedule and coordinate the activities of assigned personnel as directed by the Department Head.
2. Make recommendations relative to personnel assignments to the Department Head.
3. Ensure compliance with administrative, managerial and operational procedures contained in hospital instructions.
4. Ensure Food Management Department spaces are maintained in a sanitary manner as required by NAVMED 5010, Manual of Preventive Medicine.
5. Monitor the nutritional needs of the assigned staff and patients, modifying the cycle menu to correct deficiencies.
6. Ensure proper and timely preparations of records and reports required under BUMED 10110.2B.
7. Perform duties as the Enlisted Division Officer.

**TAB E-3**

**MSLPO**

THE DUTIES OF THE MSLPO INCLUDE:

1. Supervise the unpacking, assembly, test, and cleaning of all food preparation and feeding equipment (including utensils).

2. Assign personnel to specific Watch, Quarter, and Station Bill billets.

3. Inventory and maintain sufficient stocks of rations.

4. Supervise and direct training for assigned personnel.

5. Prepare required records and reports of Mess Deck operations as required by BUMED 10110.2B.

6. Inspect all department spaces daily to ensure the highest standards of cleanliness and sanitation are maintained.

7. Assist in preparing meals as required.

**TAB E-4**

**WATCH CAPTAIN JOB DESCRIPTION**

THE DUTIES OF EACH OF THE TWO WATCH CAPTAINS ARE IDENTICAL AND INCLUDE:

1. Supervise and participate in the preparation and serving of meals.
2. Train personnel in and supervise the safe use of the equipment in the New Harvest Eagle kitchen facility.
3. Maintain clean and sanitary working spaces.
4. Prepare special meals and meals for delivery to bed-ridden patients as directed by the Assistant Department Head.
5. Implement the Watch, Quarter and Station Bill.

**TAB E-5**

**ASSISTANT WATCH CAPTAIN**

THE DUTIES ASSIGNED TO THE ASSISTANT WATCH CAPTAIN  
INCLUDE:

1. Assemble and clean all dining facility equipment.
2. Prepare specific menu items as directed by the Watch Captain.
3. Clean food preparation and serving areas.
4. Assist food service personnel with tray setup and delivery.

**TAB E-6**

**JUNIOR MESS SPECIALIST**

THE JUNIOR MESS SPECIALIST'S DUTIES INCLUDE:

1. Breakout, assemble, clean and test all food preparation, serving and scullery equipment.
2. Clean and maintain work spaces plus and equipment as directed by the Watch Captain and Galley Supervisor.
3. Dispose of trash.
4. Prepare menu items under the supervision of the Watch Captain.
5. Perform routine maintenance as directed by the Galley Supervisor and Watch Captain.
6. Deliver meals to wards and plate meals.

**TAB E-7**

**MASTER AT ARMS/ADMINISTRATION**

THE DUTIES AND RESPONSIBILITIES OF THE MASTER AT ARMS  
INCLUDE:

1. Breakout, assemble, clean and test all galley, mess deck and scullery equipment.
2. Perform duties as Mess Deck Master-at-Arms, supervising the operations of the scullery and cleaning of the dining area.
3. Train and supervise Mess Attendants in the performance of their duties.
4. Implement the Watch, Quarter, and Station Bill.
5. Issue and record breakouts.

**TAB E-8**

**LEAD BAKER**

THE DUTIES OF THE LEAD BAKER INCLUDE:

1. Breakout, assemble, clean and test all galley equipment and utensils.
2. Preparation of baking products as directed by the MSLPO.
3. Direction and supervision of assigned Bakers and Junior Mess Specialist.
4. Preparation, and cleaning up after the mid-night meal.
5. Conduct training for the assistant bakers on the operation and maintenance of field messing equipment.
6. Implementation of the Watch, Quarter and Station Bill.

**TAB E-9**

**BAKER**

THE DUTIES OF THE ASSIGNED BAKERS INCLUDE:

1. Inventory, assembly, test and clean galley and mess deck equipment.
2. Prepare specific menu items as directed by the Lead Baker.
3. Maintain the galley equipment in accordance with T.O. 35E4-169-1.
4. Prepare, serve and clean-up after the mid-night meal.
5. Implement the Watch, Quarter and Station Bill.



**TAB E-10**

**RECORDS KEEPER**

The function of Records Keeper is normally assigned to an E5 who will be responsible to the MSLPO and supervised by the MAA for maintaining all accounting records and returns. The actual processing of the pertinent paperwork is in the morning hours so that he may be assigned to other positions such as the scullery or the mess deck PO.

In performing his duties, he will maintain the minimum filing of the items below IAW NAVSUP 486.

1. NAVSUP forms.

- (a) 335        Subsistence Ledger.
- (b) 1282       Subsistence Item Requisition (locally prepared form may be used).
- (c) 367        Record of Receipt and Expenditure.
- (d) 338        General Mess Control Record.
- (e) 1291       Meal Signature Record.
- (f) 1292       Recapitulation of Meal Signatures.
- (g) 1258       Enlisted Dining Facility Operating Statement.
- (h) 1046       Sale of Dining Facility Operating Statement.
- (i) 1334       Expenditure Log.
- (j) 1059       Smooth inventory.
- (k) 1080       Smooth menu.
- (l) 1090       Food Preparation Worksheet.

2. DD forms.

- (a) 1155       Order for Supplies or Services.
- (b) 200        Surveys.  
     & 2090

(c) 1544      Cash Meal Payment.

**TAB E-11**

**CASHIER/COLLECTION AGENT**

This is a title assigned to a person who is responsible to the MAA for collection of cash payment, preparation of NAVSUP Form 1291, Signature Logs, and maintaining the change fund all day he has the duty.

THE CASHIER/COLLECTION AGENT WILL:

1. Inquire from the MSLPO for special instruction pertaining to the policies of the mess in collection of monies and records to maintain.

2. Check out and sign for the change fund from the Assistant FSO.

3. Prepare and serialize the required number of NAVSUP form 1291 according to service or pay grade (officer) (enlisted).

4. Set up a table and display all the signature logs to be signed by the main entrance of the dining area.

5. Check chow passes for validity, expiration and members use of somebody else's card.

6. At the end of the meal he will draw a single line below the last entry and post the total of the amount collected for that sheet. He signs at the caption "Collection Agent".

7. At the end of the day, he will total all the amount collected from the signature sheets and post the figure on the NAVSUP form 1292, recapping the day's total collection.

8. Have the Watch Captain for that meal initial the NAVSUP form 1292's.

9. Turn in the completed forms to the MAA citing the number of rations.

10. Return the change fund and turn in the collection to the FSO.

**TAB E-12**

**JACK OF THE DUST**

This detail is directly responsible to the MAA for breakout of daily requisitions, holding inventories, maintaining cleanliness of the ISO food storages. They may be required to do emergency breakout when absolutely necessary, such as food components for the patients' meals.

These personnel may be assigned as the M2 heater/immersion MSs concurrently. Breakouts will be normally provided after lunch hours.

THE JACK OF THE DUST WILL:

1. Check requisition forms for approval by the Assistant FSO.
2. Breakout exact amount of items requested.
3. Deliver on the designated issue room area in the food preparation space to stage semi-perishable items and the refrigerator for the frozen or fresh items.
4. Sign the caption "Issued By" and have the receiving Watch Captain sign the "Received By" block.
5. Receive stores of consumables or food provisions, checking the quantity and sign invoices.
6. Inventory as scheduled and directed.
7. Prepare ISO containers for repacking.

**TAB E-13**

**M2 BURNER/IMMERSION HEATER MS**

This detail is responsible to the MAA for preparing and maintaining the M2 and immersion heaters before and during meals, or when needed for lunch and supper. They will relieve their counterpart in the night watch at 0800 or at securing of breakfast. They will maintain the logs for each unit, and perform minor repairs.

THE M2 BURNER/IMMERSION HEATER MS WILL:

1. Report to the MAA initially for special instructions.
2. Obtain fuel when needed from the public works, store in designated area, ensuring warning signs are visible and displayed.
3. Inspect each unit for any defects before lighting. Check for tags.
4. Light M2 half hour before galley's normal use, to observe above precautions.
5. Place lit M2s in the racks carefully and remove those empty ones to cool in the designated area for refill.
6. Tag any unit with red tags noting the discrepancies. Post entries in the logs.
7. Maintain cleanliness and order in the heaters stowage tent.
8. Check manuals for operation of both heaters.
9. In preparation of immersion heaters, wash and sanitize four (4) GI cans as a minimum for each battery.
10. Position the GI cans in tandem by the scullery exit and clamp an immersion heater which has been sanitized as well.
11. Check exhaust does not enter the tents.
12. Fill with water up to the mark and light off heaters one (1) hour before needed to heat up to required temperature as specified by the NAVMED P-5010, chapter 1.

13. Empty and clean all units after use and tag defective ones.

14. Stow properly in designated areas when not in use.

**TAB E-14**

**DELIVERY AND RETRIEVAL MSs**

This detail is activated for the purpose of delivering food for the patients in the wards. It is unique in that a Galley Assistant will prepare and supervise the staging, delivery and retrieval to and from the wards. This detail is responsible to the MAA in performance of this duty. A junior MS from the MAA pool is the other member who will be responsible in securing a vehicle prearranged by the MAA from public works.

NORMALLY THE DETAIL WILL:

1. The junior MS will drive/back up the vehicle to the staging area.
2. The Galley Assistant will ensure that all necessary utensils are provided as well as anything requested by the ward nurses.
3. Drive to each ward in sequence and unload the appropriate meals requested.
4. Assist in feeding by dishing out onto the plate.
5. Require signature as receipts from each duty HM or Ward Nurse.
6. Allow for time to eat, then proceed in retrieving soiled gear in the same sequence as in delivery.
7. Bring all washables to the scullery and scrape or empty all trays and containers before washing.
8. Turn in signed receipts to the Records Keeper.
9. Both MSs report back to their normally assigned spaces.

**TAB F**  
**REFERENCES INDEX**

| <u>NUMBER</u> | <u>TITLE</u>  |
|---------------|---|
| F-1           | NAVMED 5010, Manual of Preventive Medicine                                |
| F-2           | OPNAVINST 3102.32, Standard Organization and Regulations of the U.S. Navy |
| F-3           | BUMED 10110.2B  |
| F-4           | NAVSUP P-421, Food Service Operations                                     |
| F-5           | NAVSUP P-486, Food Service Management                                     |
| F-6<br>Guide  | NAVSUP P-5106, Federal Hospital Subsistence                               |
| F-7           | NAVMED P-5125, Diet Manual  |
| F-8           | NAVSUP Pub 436, Standard "B" Medical Rations for the Armed Forces         |
| F-9           | Mess Management Specialist 1 & C  |
| F-10          | Mess Management Specialist 3 & 2  |
| F-11          | New Harvest Eagle Kitchen Facility Technical Manual T.O. 35 E-4-169-1     |
| F-12          | Range Outfit, Field, Gasoline, Model M-59 Technical manual                |
| F-13          | Heater, Immersion, liquid fuel, fixed Technical Manual                    |



**TAB G**  
**FORMS INDEX**

| <u>NUMBER</u> | <u>FORM NUMBER</u> | <u>FORM TITLE</u>  | <u>PAGE</u> |
|---------------|--------------------|--|-------------|
| G-1           |                    | Diet Roster  |             |
| G-2           | NAVSUP 1090        | Nutritional Supplements  |             |
| G-3           |                    | Food Preparation Worksheets<br>for Regular diets (patients<br>and staff, 10 day cycle) |             |
| G-4           |                    | Food Preparation worksheets<br>for Modified Diets<br>(10 day cycle).                   |             |
| G-5           |                    | Subsistence Requisition<br>Documents for staff<br>(regular diets)                      |             |
| G-6           |                    | Subsistence Requisition<br>Documents for patients<br>(modified diets)                  |             |
| G-7           | NAVSUP 1291        | Meal Signature Records   |             |
| G-8           | NAVSUP 335         | Subsistence Ledger   |             |
| G-9           | NAVSUP 367         | Record of Receipts<br>and Expenditures   |             |
| G-10          | NAVSUP 1336        | Requisition Log  |             |
| G-11          | NAVSUP 338         | EDF Control Record   |             |
| G-12          | NAVSUP 1292        | Monthly Recapitulations of<br>Meal Records   |             |
| G-13          | NAVSUP 1090        | Food Preparation Worksheets<br>(cycle)   |             |
| G-14          |                    | Refrigerator Temp Format   |             |
| G-15          |                    | Maintenance and Repair<br>Log Format   | 96          |

|      |                |  |     |
|------|----------------|--|-----|
| G-16 |                | M2 Burner Log Format   | 98  |
| G-17 |                | Immersion Heater Log Format  | 100 |
| G-18 | DD 1149        | Requisition and Invoice/<br>Shipping Document                      |     |
| G-19 | DD 1348        | DOD Single Line Item<br>(Manual)Requisition System<br>Document     |     |
| G-20 | DD 1348m       | DOD Single Line Item<br>(Mechanical)Requisition System<br>Document |     |
| G-21 | DD 1348-1      | DOD Single Line Item<br>Release/Receipt Document                   |     |
| G-22 | DD 1155        | Order for Supplies or<br>Services/Request for<br>Quotation         |     |
| G-23 | NAVSUP 209     | Stock Tally  |     |
| G-24 | NAVSUP 1059-1A | Subsistence Report<br>(Semiperishable)                             |     |
| G-25 | NAVSUP 1059-1B | Subsistence Report<br>(Perishable-Frozen)                          |     |
| G-26 | NAVSUP 1059-1C | Subsistence Report<br>(Perishable-Chill)                           |     |
| G-27 | NAVSUP 1282    | Subsistence Item<br>Requisition/Issue Document                     |     |
| G-28 | NAVSUP 1336    | Requisition Log  |     |
| G-29 | NAVSUP 1358    | Enlisted Dining Facility<br>Operating Statement                    |     |
| G-30 | DD 200/DD 2090 | Surveys  |     |
| G-31 | NAVSUP 1334    | Expenditure Log  |     |
| G-32 | NAVSUP 1046    | Sale of Enlisted Dining<br>Facility Meals                          |     |
| G-33 | DD 1544        | Cash Meal Payment Book   |     |

|      |               |   |
|------|---------------|---|
| G-34 | NAVSUP 1282   | Daily Issues to General Mess                |
| G-35 | NAVSUP 1059   | Quarterly Summary of Issues to General Mess |
| G-36 | NAVSUP 1059   | Smooth Inventory                            |
| G-37 |               | Local Rough Inventory                       |
| G-38 | NAVSUP 1080   | Enlisted Dining Facility Menu               |
| G-39 | NAVSUP 1092   | Menu Draft                                  |
| G-40 | NAVSUP 1282   | Daily Sales of Food Items to Private Messes |
| G-41 | NAVSUP 1059   |   |
| G-42 | NAVSUP 1357   | Ration and Sales Report                     |
| G-43 | NAVSUP 1340   | Special Meals Report                        |
| G-44 | DD 1348       | Transfers                                   |
| G-45 | DD 1348-1     | Transfers                                   |
| G-46 | DD 599        | Patients Effects Storage Tag                |
| G-47 | NAVMED 6010/8 | Patients Valuables Envelope                 |

LEFT FACING PAGE

| DATE | TIME | LOCATION | TEMPERATURE |
|------|------|----------|-------------|
|------|------|----------|-------------|

[illegible]

---

---

---

---

---

---

---

---

**TAB G-14**  
**REFRIGERATOR TEMPERATURE LOG FORMAT**  
RIGHT FACING PAGE

ACTION REQUIRED:

---

---

---

---

---

---

---

---

---

---

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

-----  
--

## MAINTENANCE AND REPAIR LOG FORMAT

| DATE | LOCATION | ORIGIN | SURVEY, | TROUBLE | CALL/COMPLAINT, ETC) | PROBLEM |
|------|----------|--------|---------|---------|----------------------|---------|
|------|----------|--------|---------|---------|----------------------|---------|

[illegible]





Handwriting practice lines consisting of 15 sets of three horizontal lines (top, middle, and bottom) for letter formation.

LEFT FACING PAGE

TIME

[illegible]

---

---

---

---

---

---

---

---

RIGHT FACING PAGE

SIGNATURE

[illegible]

---

---

---

---

---

---

---

---

**TAB G-17**  
**IMMERSION HEATER LOG**

LEFT FACING PAGE

| <u>PERSON TO CONTACT</u> | <u>DATE</u> | <u>TIME</u> |
|--------------------------|-------------|-------------|
|--------------------------|-------------|-------------|

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

TAB G-17  
IMMERSION HEATER LOG  
RIGHT FACING PAGE

| <u>COMMENT</u> | <u>SIGNATURE</u> |
|----------------|------------------|
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |
| -----<br>----- |                  |

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----

-----  
-----